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ABSTRACT

Guidelines and sample multi-part forms for interlibrary lending in Virginia are presented in this manual, which updates a 1978 edition by including material on the Catalog of Virginia Library Resources (CAVALIR). CAVALIR is a statewide computer output microfiche (COM) catalog of library holdings, prepared from the contributions of 61 Virginian public, academic, and special libraries to the OCLC database. The manual provides: (1) a discussion of the responsibilities and collections of the Virginia State Library; (2) background information on interlibrary lending in Virginia; (3) details of the Virginia State Library interlibrary loan services and policies; (4) guidelines for conducting patron interviews; (5) guidelines for verifying interlibrary loan requests, using CAVALIR and other sources; (6) rules for submitting interlibrary loan requests; and (7) a checklist of interlibrary loan dos and don'ts. Although it is noted that interlibrary loan requests can be sent via the OCLC Interlibrary Loan system, instructions are given only for submitting telephone requests and requests using American Library Association (ALA) forms. A total of 18 ALA form examples are presented showing title, periodical article, subject, and out-of-state requests, as well as packing, renewal, report on request, and notice of return slips. A discussion of the impact of copyright legislation on interlibrary lending and a list of CAVALIR libraries are appended. (ESR)

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THOMAS J. HEHMAN

Revised 1982

Richmond

Virginia State Library

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PREFACE

This revised manual reflects the changes in interlibrary loan in Virginia which have occurred since its predecessor appeared in 1978. The most important change has been the establishment and subsequent growth of CAVALIR, the statewide COM catalog that now contains the holdings of 61 Virginia libraries. The recent growth in interlibrary loan traffic in Virginia, fostered by CAVALIR, has underscored the importance of effective, efficient, responsible interlibrary loan procedures for Virginia libraries.

This manual is part of the State Library's continuing efforts to promote library cooperation in Virginia. We hope that it will assist you in making the best possible use of the interlibrary loan services provided by the State Library, and assist you in your interlibrary loan endeavors.

Your comments, suggestions, and criticisms were of assistance in the process of revising and updating this manual. We hope that you will continue to contribute in this manner so that we can serve you better in the future.

Thomas J. Hehman
Continuing Education Consultant
Library Development Branch

I. VIRGINIA STATE LIBRARY: RESPONSIBILITIES AND COLLECTIONS

The Virginia State Library, first authorized by law in 1823, was established by the General Assembly in 1828 as the reference library at the seat of government. Since that time the control of the library has passed from the clerk of the Council of State, to the Secretary of the Commonwealth, to the Library Board, a nine-member body appointed by the Governor. During its more than 150 years of existence, the library has moved from its original home in the State Capitol to what is now the State Finance Building in Capitol Square and, finally, to its present location across from Capitol Square, where it has been housed since 1940.

Throughout its history of physical and administrative changes and its evolution into an agency with a variety of programs, the State Library has retained a primary responsibility of service to state government.

The Records Branch operates a comprehensive records management program for state and local agencies. The program includes the preparation of records retention and disposition schedules, a central microfilm facility for state agencies, and a security microfilm program for the vital and historical records of the localities.

The Archives Branch has responsibility for retaining and preserving those state and local records of administrative, legal, fiscal, or historical value. The staff of the Archives Branch makes these records accessible through classification, arrangement, inventorying, and reference services. The Archives Branch houses over 20,000,000 records, including the papers of Virginia's governors, as well as large collections of private papers, Bible records, and genealogical notes. Over 85,000 maps of the Commonwealth and bordering states are also housed in this Branch.

The Library Development Branch has responsibility for giving direction, assistance, and counsel to all Virginia public libraries and libraries in state-supported mental, health, and correctional institutions, as well as to local officials interested in establishing libraries.

The staff of the Branch includes three public library consultants with offices in Lynchburg, Radford, and Richmond, plus an institutional library consultant in Richmond. These consultants work closely with libraries, trustees, and public officials in establishing and improving public and institutional library service.

The Library Development staff also administers state and federal funds appropriated for public and institutional library support and annually collects and publishes statistics of Virginia public and institutional libraries.

The General Library Branch serves libraries, state agencies, and individuals through its collections and services.

The Film Collection has more than 3,900 films (16mm) that are available for loan to groups (except school-related) through local public libraries. The Picture Collection has over 97,000 items pertaining to Virginia and Virginians, most of which can be reproduced in the library's photographic laboratory upon request at the requestor's expense. These items range from rare lithographs to current photographs. The library's broadside collection is also housed there.

The General Library Branch also contains the library's collection of more than 570,000 printed books. This collection is especially strong in Virginiana as well as American and English history and literature, genealogy, and the political and social sciences. The book collection is supplemented by the 1,431 current magazines and journals and the 110 Virginia newspapers which the library subscribes.

The Reference Section uses these and other collections of the State Library in answering reference requests from both individuals and libraries in Virginia and elsewhere.

Citizens investigating family history, students and professors engaged in research projects, authors and historians seeking manuscript and printed sources or illustrations are encouraged to consult with staff members in the Archives and General Library reading rooms. For genealogical reference questions that require more extended research than the library can undertake, library users are referred to a list of certified genealogists who engage in such research on a fee basis.

The Interlibrary Loan Section was established in 1977 as a continuation of the State Library's efforts to improve interlibrary cooperation in Virginia. Last year the State Library processed over 20,000 interlibrary loan requests and provided over 4,200 interlibrary loan referrals for libraries around the state, locating requested material not owned by the State Library.

Through the variety of programs and collections described above the Virginia State Library provides many direct and indirect services to the citizens of Virginia.

II. INTERLIBRARY LOAN IN VIRGINIA

The State Library's role in developing and aiding public libraries in Virginia expanded in the 1950s and 1960s under the stimulus of federal library programs and funding. As the number of public libraries in Virginia increased, so did the demand for the interlibrary loan services provided by the State Library. The changes in the patterns of interlibrary service in Virginia were substantial during this period, and a survey report by the Arthur D. Little Company in 1968 recommended changes in State Library operations. The report stated that "a network of library services is definitely in order with the State Library acting as a switching station, a locator of materials and a high level general resource library."

The State Library, long known as a research library for the study of early English history, Virginiana, literature, and genealogy, was urged to expand both its role and the scope of its collections in the face of increasing demand from public libraries. For the past thirteen years the Virginia State Library has been working to make the resources of Virginia libraries more accessible so that they can be shared in the most efficient ways possible.

In 1968, in accordance with the Little Report's recommendation, a TWX network of public and academic libraries in Virginia was established. The network, financed by the State Library through state and federal aid, was to facilitate interlibrary cooperation, including interlibrary loans and interlibrary loan referrals. The public library component of the TWX network was later replaced by toll-free telephone lines to the State Library for use in requesting reference assistance, interlibrary loans and interlibrary loan referrals.

In 1974 the Library Advisory Committee of the State Council of Higher Education for Virginia began studying ways to increase cooperation among Virginia's academic libraries. The *Virginia Plan for Academic Library Cooperation*, published by the State Council in 1977, called for the establishment of a state-wide referral center for interlibrary loan in Virginia, to be administered by the State Library.

As the *Plan* stated, "When citations for and locations of needed materials can be verified from reliable sources, requests should be made directly from the borrowing library to the nearest resource library. Unverified requests and/or those for unlocated materials should be referred to the [VSL] Referral Center which would verify citations and channel requests to resource libraries on an equitable basis."

The Interlibrary Loan Section was established in 1977 to function as the state-wide referral center called for in the *Virginia Plan*. A staff of four (one librarian, two library assistants, and one clerk-typist) was hired for the section, and a separate

toll-free telephone line was established so that in-state libraries with urgent requests could contact the section. The establishment of the Referral Center improved service to all types of libraries in Virginia, with particular emphasis on helping the smaller libraries which do not have the necessary sources to verify and locate material requested on interlibrary loan.

In 1978 the first edition of the *Interlibrary Loan Manual* was compiled and a series of workshops was conducted across the state to assist staff members of Virginia libraries in proper interlibrary loan procedures and to explain the operation of the Referral Center. Approximately 650 copies of the *Manual* were distributed and several hundred library staff members attended the workshops.

As noted in the previous chapter, most of the 20,000 interlibrary loan requests received annually by the State Library are from Virginia libraries. They arrive by mail, telephone, and computer, and are first checked against the State Library's catalog. If the State Library does not own the item requested, and the borrowing library wishes to pursue the request further, the staff of the Interlibrary Loan Section attempts to locate libraries that own the item. This information is then reported back to the requesting library, which then initiates a request to the library which owns the item.

Although the referral activities of the State Library predate the existence of OCLC, Inc. and its nationwide computerized holdings, the On-Line Union Catalog has become the primary source of information used by the State Library in its capacity as a Referral Center.

In March, 1979, Virginia libraries received the first issue of CAVALIR (CAtalog of Virginia LIbrary Resources), a microfiche catalog prepared from the contributions of 22 Virginia libraries to the OCLC database. Distribution of CAVALIR had an immediate impact on interlibrary loan in Virginia. Many smaller libraries that had relied heavily on the State Library's Referral Center now had the information to locate holding libraries and send requests directly to them. Availability of CAVALIR in expanded editions has contributed to the overall increase in interlibrary loan traffic in Virginia in recent years.

The OCLC Interlibrary Loan Subsystem, which became operational in March, 1979, is a library-to-library on-line communication system which enables libraries to send interlibrary loan requests and responses over OCLC terminals. The Subsystem proved to be a superior method of transmitting interlibrary loan requests. Consequently, TWX usage in-state declined even as costs increased. Since all former members of the TWX network have access to the OCLC ILL Subsystem, the TWX subsidy was discontinued in 1981.

The State Library has experimented with the OCLC ILL Subsystem to provide direct referrals of ILL requests for materials not on CAVALIR, including those held out-of-state. The State Library will continue its efforts to increase access to the library resources of Virginia and to facilitate the sharing of those resources to benefit the citizens of Virginia.

III. VIRGINIA STATE LIBRARY INTERLIBRARY LOAN SERVICES AND POLICIES

In 1876 Samuel S. Green, Librarian of the Worcester, Massachusetts Free Public Library, proposed that libraries lend books to one another for short periods of time to better serve readers whose needs extended beyond the collection of their own library. He realized that no library could hope to be self-sufficient and that interlibrary cooperation would be beneficial, both to libraries and their patrons. The American Library Association (ALA), founded in 1876, the year of Mr. Green's proposal, has supported and encouraged interlibrary cooperation since that time.

ALA adopted the first interlibrary loan code in 1917. There have been several revisions of the code, the most recent in 1980, and it is now published in two versions. The "National Interlibrary Loan Code, 1980" and the "Model Loan Code for Regional, State, Local, or Other Groups of Libraries"[1] were adopted by ALA to regulate borrowing and lending relations between libraries. The National Code, which applies to research libraries and other libraries that have no pre-existing agreement to cooperate, states that the purpose of interlibrary loan is to "obtain, for research and serious study, library material not available through local, state, or regional libraries."[2] (Interlibrary loan includes the provision of photocopies as well as the loan of returnable items.)

The Model Code is intended to "provide guidelines for any group of libraries interested in developing an interlibrary loan code to meet special needs."[3] The Model Code is less restrictive as to the purpose and scope of interlibrary loan than the National Code and recommends that "Interlibrary loan is a service that should be publicized and provided to all members of the library's clientele."[4]

The American Library Association also publishes the *Interlibrary Loan Procedure Manual*[5] which contains details of procedures to be used in implementing the Codes. This manual should be used in conjunction with the State Library's *Interlibrary Loan Manual.*

Both the National Code and the Model Code stress the responsibilities of libraries to provide for the ordinary, recurring needs of their own clientele through building their own collections. Both Codes also stress the importance of using local, state, and then regional resources before requesting material outside these areas. Even libraries in states such as Virginia, where there is no formal statewide code, are traditionally more liberal with in-state lending policies, voluntarily providing material on loan, and in some cases photocopies, without charge.

1. *Interlibrary Loan Codes, 1980,* (Chicago: American Library Association, 1981), these codes, including the International Lending Guidelines, are available in pamphlet form from: ALA Order Department, 50 E. Huron St., Chicago, IL 60611, for $1.50.
2. Ibid., p. 9.
3. Ibid., p. 6.
4. Ibid.
5. Sarah Katherine Thompson, *Interlibrary Loan Procedure Manual,* (Chicago: American Library Association, 1970). This manual is under revision at the present time.

The Virginia State Library, in accordance with both the National and Model Codes attempts to interpret its lending and photocopy policies as liberally as possible. In addition, the Interlibrary Loan Section, functioning as a referral center, assists all types of libraries in Virginia which do not have sufficient resources to verify and locate requested material on interlibrary loan. Specific policies and procedures are listed below.

A. LOAN OR PHOTOCOPY

Much of the State Library's collection is available for loan or photocopy, subject to the following limitations and stipulations:

1. Patron Limit. No more than five requests for one patron will be accepted for processing at one time.
2. Non-circulating Materials. The following items may not be borrowed on interlibrary loan from the State Library.
    a. Books and periodicals designated non-circulating.
    b. Books with an imprint prior to 1850.
    c. Unbound periodicals.
    d. Bound periodicals dated prior to 1900.
    e. Newspapers, except those on microfilm, with some exceptions.
    f. Material in poor physical condition.
    g. Virginia local history and all genealogical materials do not circulate out-of-state.
3. Circulation Policy.
    a. The loan period is four weeks, including time in transit.
    b. One two week renewal will be granted if the item has not been reserved.
    c. Renewals must be requested by mail on or shortly before the due date. Telephone renewal requests will not be accepted.
    d. Renewals will not be granted for overdue items.
4. Photocopy.
    a. All requests for photocopy must carry certification of compliance with the copyright law (Title 17 U.S. Code).
    b. The State Library will provide up to ten pages of photocopy free of charge
    c. A request or requests totalling more than ten pages can be copied for a charge. A current price list for photocopy charges or an estimate for a specific item will be provided on request.
    d. A request to copy more than ten pages from a circulating book or magazine will be filled by lending the volume, at the State Library's option.
    e. The State Library will not photocopy entire books.

f. Requests for photocopies of material relating to a genealogical investigation may not be submitted as an interlibrary loan. Patrons who wish to have specific material copied should write directly to the Reference Section, Virginia State Library, Richmond, Virginia , 23219.

5. Substitution.

If a specific item is not owned by the State Library an appropriate substitution may be requested.

6. Subject

The Interlibrary Loan Section will fill requests for books or other material on a particular subject from the State Library's collection. If no information or materials are in the State Library's collection and further assistance is requested, the State Library on an individual basis will try to steer the requesting library to collections or sources that may be of assistance. The request for additional assistance must be made on the toll-free telephone line (1-800-552-3955). Requesting libraries have the responsibility to interview their patrons fully and make a thorough check of their own collections and local resources, as well as CAVALIR, before sending a subject request to the State Library.

B. REFERRALS

Both the National and Model ILL Codes stress the importance of exhausting local resources before placing requests elsewhere. Libraries are urged to make the fullest possible use of local cooperative arrangements, formal or informal, including regional union catalogs, delivery systems, and reciprocal photocopy agreements.

Libraries are also required to provide the most complete and accurate bibliographic description possible of requested items. For Virginia libraries this includes a careful check of CAVALIR, which is provided to all academic and public libraries in Virginia by the State Library through the use of LSCA and matching state funds. Requests may be sent directly to any location listed on CAVALIR, including the State Library.

Libraries unable to borrow from the locations listed on CAVALIR may send their requests to the State Library, which will attempt to provide other locations, including out-of-state libraries if the book cannot be located elsewhere in Virginia. The State Library attempts to provide at least one verified location for the item requested. A separate interlibrary loan request from the borrowing library is then necessary.

The State Library will attempt to locate genealogical material, however such material is often ulfficult or impossible to locate. Once located it is often noncirculating due to condition, rarity, or heavy usage.

The Interlibrary Loan Section will not provide locations for the following types of material:

1. Books listed in the current edition of *Books in Print* or its Supplement costing less than $5.00. The State Library will lend these books if owned but will not provide locations for them.
2. Books that have been published recently and are in great demand, such as best-sellers. The State Library will lend these books if owned but will not provide locations for them.
3. Juvenile books. The State Library will provide locations for juvenile books if they can be located at public libraries in Virginia.
4. Large print or Braille books. The State Library does not own any circulating large print or Braille books. These may be obtained through the Virginia State Library for the Visually and Physically Handicapped, 1901 Roane Street, Richmond, Virginia 23222.
5. Phonorecordings.
6. Films. (16mm, 8mm)
7. Sheet music or scores.
8. Audio or video tapes.

C. ARCHIVES MICROFILM

The Archives Branch has duplicate microfilm copies of some Virginia local records that are available for interlibrary loan. These records, which generally cover the period up to 1865, include land taxes, deeds, wills, and other material for Virginia cities and counties. The loan period for Archives microfilm is two weeks, and requests must be submitted on an ALA form. For more information contact:

Archives Branch
Virginia State Library
Richmond, Virginia 23219

IV. THE PATRON INTERVIEW

The importance of the patron interview at the borrowing library cannot be overemphasized. The successful completion of an interlibrary loan request depends on finding out at the outset what the patron wants and how much information the patron has about the item requested. Several factors are important:

1. Is there a deadline ?
2. In the case of a title request, what specific information does the patron have about the book and how did they find out about it ?
3. In the case of a subject request, exactly what information does the patron want and for what purpose ?

In an ideal situation, the staff member who receives the request and conducts the patron interview would also verify the request as a part of the patron interview. Such continuity is often impossible, and a thorough patron interview is even more important when the request will be turned over to another staff member for verification and sending.

A. DEADLINES

Interlibrary loan takes time. Even if a request is quickly sent and expeditiously processed by the lending library, the book must still be sent, usually by mail. Several weeks should be considered the minimum time required to obtain a book on interlibrary loan. If the request cannot be verified or located and must be submitted to the State Library first, additional time must be allowed.

The library staff member conducting the patron interview should explain to the patron the time factors involved and ask if there is a deadline, after which the item will be of no use. This date should be put on the ALA interlibrary loan request form.

Requests should be submitted to the State Library on an ALA interlibrary loan request form in most cases. These requests are processed in the order in which they are received, unless a deadline is indicated. Every effort is made to meet an indicated deadline.

Virginia libraries may submit urgent interlibrary loan requests to the State Library by telephone (1-800-552-3955). Every effort is made to answer telephone requests within 24 hours or on the next working day. The borrowing library determines what is an urgent request, based on knowledge of its patron's needs. The State Library limits as necessary the number of telephone requests that will be accepted from a particular library within a particular time period.

B. TITLE REQUEST

The library staff member interviewing the patron should obtain as much information as possible about the book requested. The following information about a book is needed:

1. Author
2. Title
3. Edition
4. Date of publication
5. Place of publication
6. Publisher

If the information provided is incomplete the interviewer should seek additional clues from the patron, for example:

1. Where did you read about the book or how did you hear about it ?
2. Is the book fiction, non-fiction, travel, a biography, a collection, etc. ?
3. If you do not know the date of publication, do you know if it was published before or after a certain date ?

The library staff member may wish to discuss with the patron other services available through the State Library.

1. SUBSTITUTE. Would a substitute title be acceptable ? If so, another appropriate title may be available from the State Library's collection. In this case the subject matter of the book should be specified.
2. LOCATE. If this title is not available from the State Library or any other library on CAVALIR, should the State Library be asked to provide other locations for the book ?

Requests for periodicals (magazines or newspapers) or periodical articles require slightly different information. Complete information includes:

1. Periodical title
2. Volume number (except newspapers)
3. Month, day, and year (as applicable)
4. Periodical article author
5. Periodical article title
6. Pages

C. SUBJECT REQUEST

A subject interlibrary loan request is a type of reference inquiry between librarians which results in the loan or photocopy of library material for a patron's use. The patron interview is essential to the success of a subject interlibrary loan request, since the library staff member filling the request will not have the opportunity to ask follow-up questions of the patron.

The basic question to consider in defining a subject request is "What exact information does the patron want and for what purpose? ". A non-specific subject request is difficult to fill. Consider the following example:

"Please send some information about horses"

In what breed is the patron interested ? Is the patron doing a science fair project ? Is he or she interested in how horses have been used in war ?

"Please send some information about thoroughbred horses"

Is this request about the history of racing ? Or famous race horses ?

"Please send some information about raising thoroughbred horses"

The subject is now specific enough but more information would be helpful. What level of information is needed ? How comprehensive a treatment of the subject is needed ?

"Please send some information about raising thoroughbred horses; including selection, breeding, training, care, feeding, etc. Patron is considering starting a farm."

It is now clear exactly what the patron wants and why. The request can be answered expeditiously and accurately.

Other considerations are also important in interviewing a patron with a subject request:

1. OTHER SOURCES CHECKED. Does the patron already have access to some sources on the topic ? What resources of the borrowing library have been checked ?

   "Information on the history of American hotels and inns. Patron already has Lathrop's *Early American Inns and Taverns.*"

   "Any book by Ray Bradbury except the *Martian Chronicles*"

   "Information on the career of the Rolling Stones rock group. Have checked Nite's Rock On, volumes 1 & 2."

   The inclusion of this information will prevent duplication of effort by the State Library staff.

2. BIOGRAPHICAL INFORMATION. When you request biographical information include the nationality, birth and death dates, and profession of the individual in queston if at all possible. Any information the patron has will be useful.

"Information on the life and work of Georgia O'Keefe, twentieth century artist."

3. CAVALIR. Remember that CAVALIR, through its subject catalog, provides access to over 1,000,000 titles. By consulting CAVALIR you may be able to refine the subject request into a title request.

V. VERIFYING INTERLIBRARY LOAN REQUESTS

Libraries are required to verify interlibrary loan requests to the best of their ability before submitting them to the State Library or to any other library. To verify a request means to find the item listed in a standard bibliography. The accuracy and completeness of the information supplied by the patron MUST be checked in this manner.

It is best to do the verification as part of the patron interview. In this manner the librarian can be certain that the item requested is what the patron really wants. If the verification can not be part of the patron interview, then the information supplied by the patron should be recorded on a standard form to help ensure completeness and accuracy. The patron should indicate where he or she heard or read about the book, to aid in verification.

The most important verification source for many Virginia libraries is CAVALIR. The latest edition of this microfiche COM catalog consists of 1,976 fiche in subject, title, and name (author) arrangement, and includes over 1,000,000 titles held by 61 Virginia public, special and academic libraries. The database used to produce CAVALIR is being expanded to include the holdings of additional libraries, including public libraries whose catalog conversions are being funded by LSCA Title I funds. Periodic supplements to CAVALIR and cumulated new editions are produced from this expanding database.

Since CAVALIR entries include the symbols of the libraries that own the titles listed, it is a union catalog as well as a verification source. Sample CAVALIR entries (fig.1) show the relevant parts. The location symbols and their respective libraries are listed on the first frame of each fiche, in the upper left hand corner. This list of symbols and libraries, with addresses, is given in Appendix B.

Requests may be sent directly to the libraries listed, including the State Library. If you are unable to borrow the book from any of the locations listed, you may send the request to the State Library, which will attempt to provide further locations, including out-of-state libraries.

Some other sources which may be used to verify interlibrary loan requests are listed below:

A. Books

1. *Books in Print.* BIP may help to verify books published too recently to be listed in CAVALIR. It should be remembered that books listed in *Books in Print* costing less than $5.00 will not be located beyond the State Library's collection. If you cite BIP include the year, volume, and page number.

   BIP 1980-81, Authors, p. 2198

CAVALIR ENTRIES

NAME CATALOG

Main Entry
Title Entry
Publisher and Date

McKennon, Joe
A pictorial history of the American carnival, Sarasota, Fla.,
Carnival Publishers of Sarasota (1972)
2 v. in 1. illus., facsims., ports. 29 cm.
1. Amusement parks ——History. II. Title: American carnival

GV1835 .M26 — LC Call Number
oc17-0508415 — OCLC Number
VIC VA@ — Holding Library Symbols
791.1
TCC-137403 — Dewey Number
72-085200 — LC Card Number

SUBJECT CATALOG

Subject Entry
Main Entry/Title
Publisher and Date

AMUSEMENT PARKS ——HISTORY
McKennon, Joe. A pictorial history of the American carnival.
Sarasota, Fla., Carnival Publishers of Sarasota (1972)

GV1835 .M26 — LC Call Number
oc17-0508415 — OCLC Number
VIC VA@ — Holding Library Symbols
791.1
TCC-137403 — Dewey Number
72-085200 — LC Card Number

FIG. 1

2. *Cumulative Book Index.* CBI can be useful as a retrospective verification source since it is not limited to items currently in print. It should be cited as follows:

   CBI 1949-52, p. 198

3. *National Union Catalog.* NUC, successor to the various Library of Congress Catalogs, has been a preferred verification source for years because of its accuracy, inclusiveness, and holdings symbols for libraries across the country. The series is cited by name, year, volume, and page.

   NUC1968-72 v. 58, p. 389

B. PERIODICALS

As indicated in the previous chapter, full information about a periodical request can include periodical title, volume number, month, day, and year, periodical article title, and pages. Periodical requests must be verified in two ways; first, the title of the periodical, second, the title and other information about the article.

Periodical titles can be found in CAVALIR, but the entry will not indicate the library's holdings in terms of volumes or years.

Periodical titles can also be verified in the following union lists, which do contain listings of volumes and years held by individual libraries.

1. *Virginia Union List of Serials.* VULS is badly in need of replacement, and a new edition is planned. The present edition should be cited:

   VULS p. 297

2. *Virginia Union List of Biomedical Serials.* VULBS is a listing of serial titles and holdings of thirty-one biomedical libraries in Virginia, published by the Claude Moore Health Sciences Library, University of Virginia Medical Center, Charlottesville, VA 22908. It is updated annually. It should be cited:

   VULBS p. 192

3. *Union List of Serials and New Serial Titles.* ULS and NST are the basic national verification tools for serial titles and holdings. They should be cited by title, year if applicable, volume, and page.

   ULS v. 3, p. 3983

   NST 1971-75 p. 416

Information about the article can be verified from the appropriate periodical index. For example, *The Atlantic Monthly* is indexed in the *Reader's Guide to Periodical Literature.* Include on the request the title, volume, and page of the index in which the article was verified.

C. VIRGINIANA

Virginiana in the Printed Book Collections of the Virginia State Library, edited by State Librarian Donald Haynes, contains over 22,000 titles related to every aspect of Virginia history, life, and culture. The two-volume work is

arranged by author, with title and subject listings as well. Full bibliographic information is given under the author entry only, and for this reason requests from *Virginiana* should be verified FROM THE AUTHOR ENTRY ONLY. Include the State Library's call number on the interlibrary loan request. Requests from *Virginiana* should be cited by the author entry number.

VIRGINIANA #21763

NOTE: Not all items listed in *Virginiana* are available for loan. Many, but not all of the non-circulating items are designated by an asterisk(*) over the call number.

22

VI. HOW TO SUBMIT AN INTERLIBRARY LOAN REQUEST

Interlibrary loan requests should be sent to the State Library on an ALA interlibrary loan request form in most cases. Urgent requests may be submitted by telephone. Libraries with OCLC interlibrary loan capability may send requests to the State Library in this manner.

A. ALA INTERLIBRARY LOAN REQUEST FORM

The standard ALA form, available from library suppliers, is easy to use. Here are a few tips to keep in mind:

1. Type all information on the form.
2. Type your library's complete name and address in the upper space. Forms may be purchased with this information pre-printed.
3. Always place the author's last name first, e.g., "Leslie, Warren". This will save time for the next person who handles the request, since proper names can be confusing. "Warren Leslie" could easily be cited as "Leslie Warren".
4. Include the date "Not needed after" if applicable. (Fig. 4)
5. For photocopy requests remember to complete the proper copyright representation box on the form. (Fig. 5. See Appendix A for further information on Copyright and Interlibrary Loan.)
6. Proofread the form to ensure that all information is complete, accurate, and free of typo's.

B. ALA FORM REQUESTS TO THE VIRGINIA STATE LIBRARY

1. Include all information obtained from the patron interview and verification efforts. If the bibliographic information is incomplete, please specify the subject, approximate date of publication, and the patron's source. List any verification sources you have tried. (Fig. 8)
2. Include the State Library's call number ONLY if you have verified the request in Virginiana.
3. Include the OCLC # from the CAVALIR entry, if available. It appears with an "ocl7" prefix in the entry. (Fig.1)
4. "PLEASE SUBSTITUTE" should be typed at the top of the form if this service is desired. (Fig. 6)
5. "PLEASE LOCATE" should be typed at the top of the form if the service is desired. Remember to list any CAVALIR locations that were unable to supply the book. (Fig. 9)
6. "SUBJECT REQUEST" should be typed at the top of the form to identify such a request. Remember to list the sources already checked. (Fig. 7)

7. For photocopy requests include a cost limit if you wish to authorize billing for a photocopy request that exceeds the ten pages supplied free. You may request a cost estimate for photocopy orders. (Fig. 5)
8. Request forms should be sent to this address:

Interlibrary Loan Section
Virginia State Library
Richmond, VA 23219

C. ALA REQUEST FORMS TO OTHER LIBRARIES

1. Requests sent to libraries out-of-state should indicate that the title requested is "NOT AVAILABLE IN VIRGINIA". This indicates that a thorough search of all verification sources has been made, either through the borrowing library's own sources or through the State Library. (Fig. 11)
2. When sending a request to a location provided by the State Library, use the source of reference indicated on the State Library's reply to you, e.g., the OCLC number or NUC citation. Do not simply say that the Virginia State Library referred you. (Fig. 11)
3. Remember that some libraries charge postage or a flat fee for the loan of a returnable item. Indicate your willingness or unwillingness to pay such charges on the initial request to save time and/or unpleasant surprises. You may also request to be notified before such charges are incurred. (Fig. 11)

D. ALA FORM EXAMPLES

Examine the following completed ALA forms and use them as a guide.

TITLE REQUEST, VERIFIED IN CAVALIR

Date of request: 7/13/81 Not needed after: Requester's order no. A REQUEST

Borrowing Library
Fill in left half of form including both library addresses in full

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Fold here

CAT. NO. PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 2

TITLE REQUEST, VERIFIED IN VIRGINIANA

Date of request: 10-7-80 Not needed after: Requester's order no. A REQUEST

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

Borrowing Library
Fill in left half of form including both library addresses in full

Call No.
BX
6480
F67
D3

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of B. Lessor Status patron Dept.

Book author: OR: periodical title, vol. and date

Darter, Oscar H.

Fold here

CAT NO PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

The History of the Fredericksburg Baptist Church, Fredericksburg, Va. Richmond: 1959

Verified in: OR: item cited in VIRGINIANA #4560

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: K. Sake K. Sake
(FULL NAME) Title ILL Clerk

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 3

TITLE REQUEST WITH DEADLINE

Date of request: 7-14-81 Not needed after: 7-28-81 Requester's order no. A REQUEST

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

Borrowing Library
Fill in left half of form including both library addresses in full

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of R. D. Crewe Status patron Dept.

Book author: OR: periodical title, vol. and date

Fold here

CAT. NO PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Lyons, Francis S.

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

John Dillon, a biography. Chicago: Univ. of Chicago Pr., 1968

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-1595593

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: K. Krider K Krider
(FULL NAME) Title Asst. Libn.

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____

Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 4

PERIODICAL ARTICLE REQUEST

Date of request: 7-13-81 Not needed after: Requester's order no. A REQUEST

Request for ☐ LOAN or ☒ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

Borrowing Library
Fill in left half of form including both library addresses in full

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of C. Smith Status patron Dept.

Book author: OR: periodical title, vol. and date

Fold here

CAT. NO PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Senior Scholastic, v. 113, Jan. 28, 1981

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Americans on the move. p. 7-8

Verified in: OR: item cited in VULS p. 722, Reader's Guide, 5-10-81, p. 301

ISBN, or ISSN, or LC card, or OCLC, or other number if known

If non-circulating, & cost does not exceed $ 2.00, please supply ☐ Microfilm ☒ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☒ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: J. Richards J. Richards
(FULL NAME) Title Reference Librarian

REPORTS: Checked by
SEND BY: ☐ Library rate ☐
Charges $ Insured for $
Date sent
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned ☐ Request of

Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received
Date returned
By ☐ Library rate ☐
Postage enclosed $ Insured for $

RENEWALS: ☐ No renewals
Requested on
Renewed to (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 5

TITLE REQUEST, PLEASE SUBSTITUTE

PLEASE SUBSTITUTE

Date of request: 7-9-81 Not needed after: Requester's order no.

A REQUEST

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of Sharon Abrahams Status Dept.

Book author: OR: periodical title, vol. and date

Rogers, E. N.

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Fasting, the phenomenon of self-denial.
Elsevier-Nelson, 1976 (OR ANY BOOK ON FASTING)

Verified in: OR: item cited in BIP 1980-81, Authors, p. 3400

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

NOT IN CAVALIR

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: J. Donne
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____ (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

Borrowing Library *Fill in left half of form including both library addresses in full*

Fold here

CAT. NO PLAIN 90 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Lending Library *Fill in pertinent items under REPORTS, return sheets B and C to borrowing library*

CARBONLESS

rev. 6/77

FIG. 6

SUBJECT REQUEST

Date of request: 7-29-81 Not needed after: Requester's order no.

A REQUEST

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

Borrowing Library *Fill in left half of form including both library addresses in full*

For use of D. Burden Status patron Dept.

Book author: OR: periodical title, vol. and date

Fold here

CAT. NO PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Patron needs a book on how to write your own marriage ceremony, or any book on non-traditional weddings. Already have "The Wedding Book" by Howard Kirschenbaum.

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Verified in: OR: item cited in

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: K. Green K. Green
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____
Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____ (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 7

TITLE REQUEST, PLEASE LOCATE

Date of request: 7-7-81 Not needed after: PLEASE LOCATE Requester's order no. A REQUEST

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of M. Coolidge Status patron Dept.

Book author: OR: periodical title, vol. and date

Hadley UNABLE TO VERIFY

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Behold God's Love. Published in 1950's ?

Verified in: OR: item cited in Not in BIP 1980-81 or CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Andres Kreiser A.K.
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

Borrowing Library *Fill in left half of form including both library addresses in full*

Fold here

CAT. NO. PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

CARBONLESS

rev. 6/77

FIG. 8

TITLE REQUEST, PLEASE LOCATE
UNAVAILABLE FROM CAVALIR LIBRARY

PLEASE LOCATE

A REQUEST

Date of request: 7-14-81 Not needed after: Requester's order no.

Request ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

Borrowing Library
Fill in left half of form including both library addresses in full

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of Carl Bond Status Patron Dept.

Book author: OR: periodical title, vol. and date

Weaver, Rose S.

Fold here

CAT. NO. PLAIN 30 488 IMPRINTED 90 488

Send sheets A, B and C to lending library, and enclose shipping label

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Bibliography on Underground Space for Residential, Commercial, and Industrial Buildings. Monticello, IL Vance Bibliographies, 1980.

Verified in: OR: item cited in CAVALIR, VRC's copy lost.

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: K. Green K. Green
(FULL NAME) Title ILL Assistant

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 9

VSL REPLY TO PLEASE LOCATE

PLEASE LOCATE

Date of request: 7-14-81 Not needed after: Requester's order no. B REPORT

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of Carl Bond Status Patron Dept.

Book author: OR: periodical title, vol. and date

Weaver, Rose S.

#6005307

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Bibliography on Underground Space for Residential, Commercial, and Industrial Buildings. Monticello, IL Vance Bibliographies, 1980.

Verified in: OR: item cited in CAVALIR, VRC's copy lost.

ISBN, or ISSN, or LC card, or OCLC, or other number if known _____

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: K. Green K. Green
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by AMS
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☒ Not Owned
☒ Request of ① Univ. of Tennessee-Knoxville, TN ② North Carolina State Univ.
Estimated Cost of: ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD: ③ Univ. of Maryland - College Park, MD
Date received
Date returned
By ☐ Library rate ☐

Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 10

OUT-OF-STATE REQUEST

Jostens

Borrowing Library
Fill in left half of form including both library addresses in full

LIBRARY SUPPLIES BURNSVILLE, MN. 55337

Fold here

CAT. NO PLAIN 30 486 IMPRINTED 90 486

Send sheets A, B and C to lending library, and enclose shipping label

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

CARBONLESS

rev. 6/77

NOT AVAILABLE IN VIRGINIA

A REQUEST

Date of request:

Not needed after:

Requester's order no.

Call No.

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of Carl Bond

Status Patron

Dept.

Book author: OR: periodical title, vol. and date

Weaver, Rose S.

BEFORE SENDING, PLEASE NOTIFY IF CHARGE EXCEEDS POST. & INS

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Bibliography on Underground Space for Residential, Commercial, and Industrial Buildings. Monticello, IL.: Vance Bibliographies, 1980.

Verified in: OR: item cited in

ISBN, or ISSN, or LC card, or OCLC or other number if known 6005370

If non-circulating, & cost does not exceed $ post. & ins., please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan
James D. Hoskins Library
University of Tennessee
Knoxville, Tennessee 37916

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: K. Green K. Green
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent _____
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned ☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

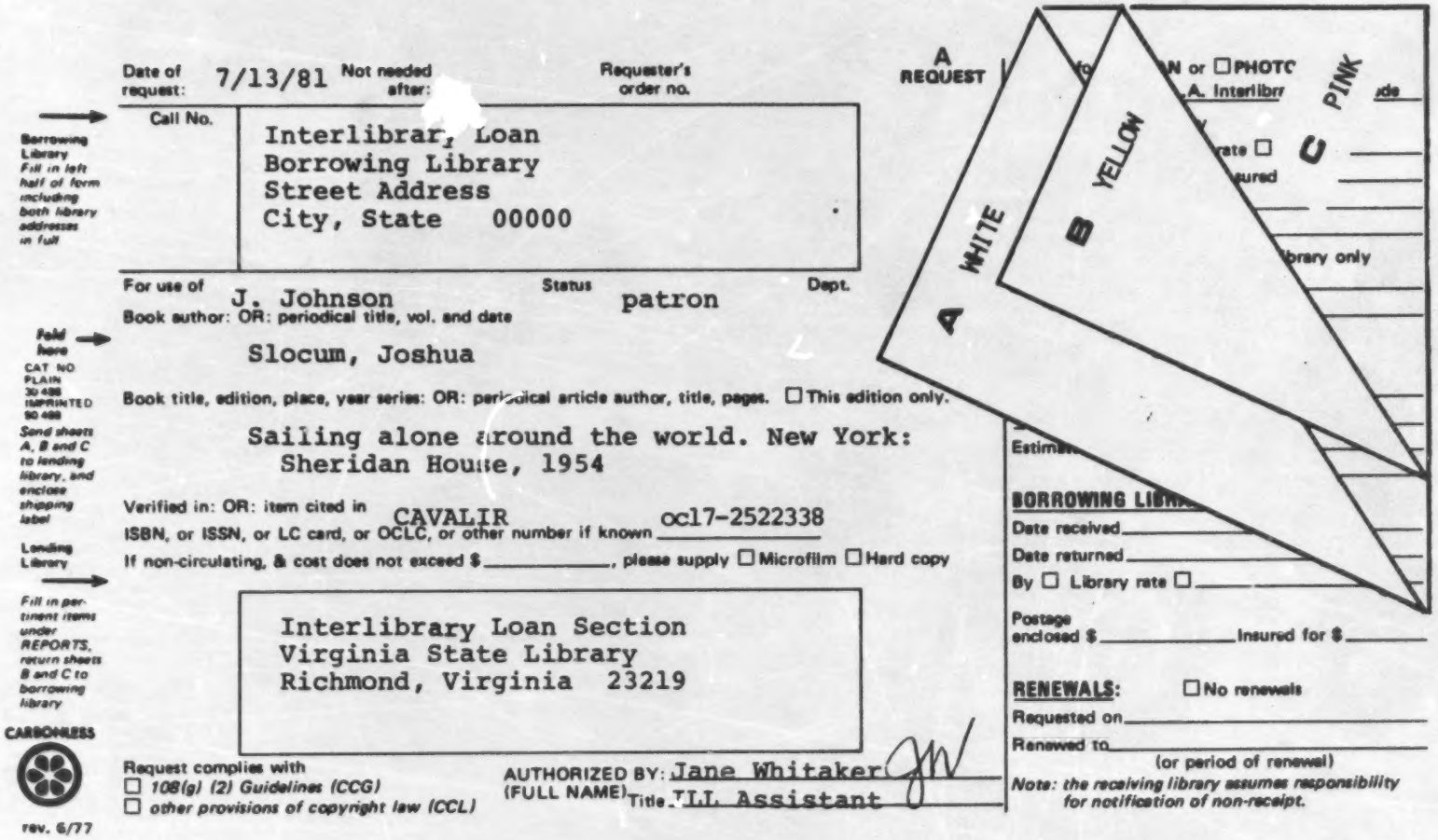
BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____ (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 11

BORROWING LIBRARY SENDS A, B, AND C COPIES TO LENDING LIBRARY,
RETAINS D (GOLDENROD) COPY AS A RECORD



A REQUEST

Date of request: 7/13/81 Not needed after: Requester's order no.

Call No.

Borrowing Library
Fill in left half of form including both library addresses in full

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Fold here

Slocum, Joshua

CAT NO PLAIN 30 488 IMPRINTED 30 488

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Send sheets A, B and C to lending library, and enclose shipping label

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Lending Library

Fill in pertinent items under REPORTS, return sheets B and C to borrowing library

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

CARBONLESS

rev. 6/77

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker
(FULL NAME) Title ILL Assistant

A WHITE
B YELLOW
C PINK

N or ☐ PHOTO
A. Interlibr
rate ☐
sured
brary only

BORROWING LIBR
Date received
Date returned
By ☐ Library rate ☐

Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on
Renewed to
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 12

LENDING LIBRARY FILLS IN RIGHT SIDE OF FORM UNDER "REPORTS", RETURNS B (YELLOW) COPY TO REQUESTING LIBRARY AND RETAINS A (WHITE) COPY AS A RECORD

Date of request: 7/13/81 Not needed after: Requester's order no. B REPORT

Call No. G 440 S628 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338

If non-circulating, & cost does not exceed $ _____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23218

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker JW
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by AMS
SEND BY: ☐ Library rate ☐ _____
Charges $ _____ Insured for $ _____
Date JUL 17 AUG 14 '81
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____

Postage enclosed $ _____ Insured for $ _____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 13

LENDING LIBRARY ENCLOSES C (PINK) COPY WITH MATERIAL SENT

Date of request: 7/13/81 Not needed after: Requester's order no.

C INTERIM REPORT

Call No. G 440 .S628 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by AMS
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent JUL 17 AUG 14 '81
DUE _____

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use
☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____
☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received _____
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on _____
Renewed to _____
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 14

LIBRARY REQUESTS RENEWAL ON C (PINK) COPY
(THIS STEP IS OPTIONAL)

Date of request: 7/13/81 Not needed after: Requester's order no. C INTERIM REPORT

Call No. G 440 S628 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date
Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.
Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR
ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338
If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by AMS
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent JUL 17 AUG 14 '81
DUE

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned ☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received 7/21/81
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on 8/11/81
Renewed to _____ (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 15

LENDING LIBRARY RETURNS C (PINK) COPY TO BORROWING LIBRARY, WITH NEW DUE DATE FILLED IN
(THIS STEP IS OPTIONAL)

Date of request: 7/13/81 Not needed after: Requester's order no. C INTERIM REPORT

Call No. G 440 S623 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR
ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338
If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by AMS
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent Jul 17
DUE Aug 14 '81

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned ☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received 7/21/81
Date returned _____
By ☐ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on 8/11/81
Renewed to AUG 28 1981
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 16

BORROWING LIBRARY RETURNS C (PINK) COPY ENCLOSED WITH MATERIAL RETURNED

Date of request: 7/13/81 Not needed after: Requester's order no.

C INTERIM REPORT

Call No. G 440 S628 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker JW
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by XMS
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent JUL 17
DUE AUG 14 '81

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned ☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received 7/21/81
Date returned 8/26/81
By ☒ Library rate ☐ _____
Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on 8/4/81
Renewed to AUG 28 1981
(or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 17

BORROWING LIBRARY RETURNS D (GOLDENROD) COPY SEPARATELY AS A NOTICE OF RETURN
(MANY LIBRARIES, INCLUDING THE VIRGINIA STATE LIBRARY, NO LONGER REQUIRE THIS STEP)

Date of request: 7/13/81 Not needed after: | Requester's order no. | D NOTICE OF RETURN RETURN SEPARATELY

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

Call No. G 440 S628 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

RETURNS: Checked by
SEND BY: ☐ Library rate ☐ _____
Charges $ _____ Insured for $ _____
Date sent _____
DUE _____
RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date
Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.
Sailing alone around the world. New York: Sheridan House, 1954

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned ☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

Verified in: OR: item cited in CAVALIR
ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338
If non-circulating, & cost does not exceed $ _____, please supply ☐ Microfilm ☐ Hard copy

BORROWING LIBRARY RECORD:
Date received 7/21/81
Date returned 8/26/81
By ☒ Library rate ☐ _____
Postage enclosed $ _____ Insured for $ _____

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

RENEWALS: ☐ No renewals
Requested on 8/11/81
Renewed to 8/28/81 (or period of renewal)

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker
(FULL NAME) Title ILL Assistant

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 18

BORROWING LIBRARY RETAINS B (YELLOW) COPY AS A PERMANENT RECORD

Date of request: 7/13/81 Not needed after: Requester's order no. B REPORT

Call No. G 440 S628 1954

Interlibrary Loan
Borrowing Library
Street Address
City, State 00000

For use of J. Johnson Status patron Dept.

Book author: OR: periodical title, vol. and date

Slocum, Joshua

Book title, edition, place, year series: OR: periodical article author, title, pages. ☐ This edition only.

Sailing alone around the world. New York: Sheridan House, 1954

Verified in: OR: item cited in CAVALIR

ISBN, or ISSN, or LC card, or OCLC, or other number if known ocl7-2522338

If non-circulating, & cost does not exceed $_____, please supply ☐ Microfilm ☐ Hard copy

Interlibrary Loan Section
Virginia State Library
Richmond, Virginia 23219

Request complies with
☐ *108(g) (2) Guidelines (CCG)*
☐ *other provisions of copyright law (CCL)*

AUTHORIZED BY: Jane Whitaker JW
(FULL NAME) Title ILL Assistant

Request for ☒ LOAN or ☐ PHOTOCOPY
According to the A.L.A. Interlibrary Loan Code

REPORTS: Checked by AMS
SEND BY: ☐ Library rate ☐ _____
Charges $_____ Insured for $_____
Date sent Jul 17
DUE AUG 14 '81

RESTRICTIONS: ☐ For use in library only
☐ Copying not permitted ☐ _____

NOT SENT BECAUSE: ☐ In use ☐ Non Circulating ☐ Not Owned
☐ Request of _____

Estimated Cost of: ☐ Microfilm _____ ☐ Hard copy _____

BORROWING LIBRARY RECORD:
Date received 7/21/81
Date returned 8/26/81
By ☒ Library rate ☐ _____

Postage enclosed $_____ Insured for $_____

RENEWALS: ☐ No renewals
Requested on 8/11/81
Renewed to 8/28/81 (or period of renewal)

Note: the receiving library assumes responsibility for notification of non-receipt.

FIG. 19

E. TELEPHONE REQUESTS TO THE STATE LIBRARY

Urgent interlibrary loan requests may be submitted by telephone at the following numbers:

804-786-2304

or

1-800-552-3955 (Toll-free in Virginia)*

*This number is for the use of Library staff ONLY. DO NOT give this number to your patrons.

Placing requests accurately by telephone is difficult. Include all information about the request, including verification, just as you would on an ALA form. Be sure to state:

1. What library you are calling from.
2. Name of caller.
3. Telephone number to call back.

The State Library makes every effort to answer telephone requests within 24 hours or on the next working day.

F. RETURN OF MATERIAL

Books and microfilm borrowed on interlibrary loan should be returned by special fourth class rate (library rate), unless the lending library specifies otherwise. If the material was sent to the library by insured mail it should be returned by insured mail. Check the ILL form for the insured value.

Pack all material securely and enclose the C (pink) copy of the ALA form. Use the return mailing label provided by the lending library.

Please notify the lending library if:

1. Material is not received within two weeks after receipt of B (yellow) form.
2. Material is received in error.
3. An overdue notice is received for material which has been returned.
4. You are unable to collect the material from your patron.

VII. INTERLIBRARY LOAN DOS AND DON'TS

DO .....verify requests to the best of your ability.

DO .....type ALA request forms and proofread them to ensure completeness and accuracy.

DO .....include copyright certification and a cost limit on photocopy requests.

DO .... supply return mailing labels with your requests, one per title requested.

DO .....exhaust local resources first, before sending requests out of your area.

DO .....specify "NOT AVAILABLE IN VIRGINIA" on out-of-state requests after they have been checked in ALL available verification sources.

DO .....become familiar with the National and Model ILL Codes and the Interlibrary Loan Procedure Manual published by the American Library Association.

DO .....distribute your requests fairly among available libraries.

DO .....purchase titles for which you have a steady demand.

DO ... .encourage patrons with extensive reading lists or in-depth research needs to travel to resource libraries. The State Library may be able to help you identify such library collections.

DO .....become familiar with lending library policies, including whether or not postage reimbursement is expected.

DO .....answer overdue notices promptly and solve any other problems that may arise with borrowed material.

DO NOT .....borrow too many books for any one patron at one time.

DO NOT .....send too many requests to any one library at one time.

DO NOT .....request best-sellers or newly published titles, they will be in demand at the library that owns them.

DO .....remember that efficient, effective, responsible ILL procedures can do a great deal to alleviate the strain on increasingly busy interlibrary loan operations around the state. Poor procedures can cause delays, the spread of lenders' fees, and even loss of service. The challenge now facing Virginia libraries is to ensure that interlibrary loan continues as a mutually agreeable, cost-effective method of sharing Virginia's library resources for the benefit of all its citizens.

APPENDIX A INTERLIBRARY LOAN AND THE COPYRIGHT LAW

The general revision of the Copyright Law (PL94-553) became effective on January 1, 1978. Its effect on libraries has been considerable, but certainly not unworkable. For the purpose of interlibrary photocopying, sections 107 which defines fair use, and 108, which permits photocopying by libraries and archives, are most pertinent. Also the Committee on New Technological Uses of Copyrighted Works (CONTU) guidelines were agreed upon by librarians, publishers, and authors as reasonable limits for interlibrary loan photocopying.

Fair Use

Section 107 of the Copyright Law permits copying "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use) scholarship, or research." Although fair use is not defined clearly, the purpose for copying (not for profit), the nature of the copied work, the portion of the work copied, and the effect of copying on the market or value of the work are factors to be considered. Section 107 sets the tone for what could be considered a reasonable degree of photocopying which would not deprive the copyright holder of royalties while promoting research, teaching, and scholarship. Furthermore, it establishes the legality of photocopying copyrighted works within the limits of fair use.

Photocopying by Libraries and Archives

Section 108 allows libraries to reproduce one copy of a work for its collection, for a patron, or for another library. § 108 (g) (2) goes further by permitting the unrelated copying of the same material on separate occasions as long as the copying is not done on a systematic basis. This section also allows copying for interlibrary borrowing if the borrowing library does not receive copies in such quantity as to substitute for the purchase of a work. These quantities, while not defined in law, are specified in the CONTU Guidelines.

CONTU Guidelines

The Committee on New Technological Uses of Copyrighted Works, (CONTU) has prepared guidelines covering the number of copies which may be made from a single title under section 108 (g) (2). These guidelines were submitted to the conference committee, which agreed that they are a reasonable interpretation of this subsection. The guidelines can be summarized as follows:

1. A "rule of five" is used to determine quantities of photocopies which can

obtained through interlibrary loan. Each year a library may request five or fewer copies from a single periodical title (not volume or issue) published through the previous five years. Five or fewer copies can be requested each year from a non-periodical since it received copyright.

2. The rule of five may be waived if the requesting library has a copy of the item in its collection but it is not reasonably available, or if the library has placed an order or subscription for that title.

3. The request (interlibrary loan photocopy request form, OCLC message, TWX message, etc.) must indicate that the transaction is in compliance with the CONTU Guidelines.

4. The requesting library is responsible for adhering to the rule of five and it must maintain ILL photocopy transaction records for three years.

The CONTU Guidelines have been accepted by the profession and are observed by Virginia libraries. The responsibility for adherence rests with the requesting library, although a number of lenders will not send copies if the CCG (complies with CONTU Guidelines) or CCL (complies with copyright law) box is not checked on the interlibrary loan photocopy request form. Experience has shown that few titles requested exceed the rule of five, however, the record keeping demanded by the CONTU Guidelines has placed a new burden on interlibrary loan operations. The Copyright Law will be reviewed in 1983, and perhaps this aspect of the CONTU Guidelines will be reconsidered at that time.

Reproduction of Copyrighted Works by Educators and Librarians (Circular R21) contains Sections 107 and 108, the CONTU Guidelines, and other relevant documents dealing with reproduction by librarians and educators. It is available from: Copyright Office, Library of Congress, Washington, DC, 20559.

APPENDIX B CAVALIR LIBRARIES

The following list of CAVALIR libraries is provided as a convenience to CAVALIR users. Inclusion on this list does not necessarily mean that the library participates fully in interlibrary loan. Contact individual libraries to learn their ILL policies and the preferred address for ILL requests.

Symbol	Library
VA@	Alderman Library University of Virginia Charlottesville, VA 22901
VAL	Arthur J. Morris Law Library University of Virginia Charlottesville, VA 22901
VAM	Health Sciences Library University of Virginia Charlottesville, VA 22908
VAN	Media Processing Services Northern Virginia Community College 8000 Forbes Place Springfield, VA 22151
VAP	Amherst Public Library P. O. Box 370 Amherst, VA 24521
VAX	Alexandria Public Library Headquarters Library 717 Queen Street Alexandria, VA 22314
VBC	Library Bridgewater College Bridgewater, VA 22812
VBE	Bedford Regional Library 321 North Bridge Street Bedford, VA 24523

VBR
Blue Ridge Regional Library
310 East Church Street
Martinsville, VA 24112

VBP
Virginia Beach Department of Public Libraries
Bayside Branch
936 Independence Boulevard
Virginia Beach, VA 23462

VCB
Library
CBN University
Virginia Beach, VA 23463

VCE
Library
Central Virginia Community College
Lynchburg, VA 24503

VCF
Chesterfield County Public Library
9501 Lori Road
Chesterfield, VA 23832

VCP
Chesapeake Public Library
Civic Center
Chesapeake, VA 23320

VCN
Library
Christopher Newport College
Newport News, VA 23606

VCV
Library
Clinch Valley College
Wise, VA 23293

VEH
Library
Emory & Henry College
Emory, VA 24327

VEM
Library
Eastern Mennonite College
Harrisonburg, VA 22801

VFC	Library Ferrum College Ferrum, VA 22801
VGM	Library George Mason University Fairfax, VA 22030
VHC	Library Hollins College Hollins College, VA 24020
VHL	Charles H. Taylor Memorial Library 4205 Victoria Boulevard Hampton, VA 23669
VHS	Library Hampden-Sydney College Hampden-Sydney, VA 23943
VIA	Arlington County Department of Libraries Central Library 1015 North Quincy Street Arlington, VA 22201
VIC	Interlibrary Loan Section Virginia State Library Richmond, VA 23219
VIR	Library A. H. Robins Company Richmond, VA 23220
VJM	Jefferson-Madison Regional Library 208 E. Market St. Charlottesville, VA 22901
VJS	J. Sargeant Reynolds Community College Mary Blake Media Processing Center P. O. Box 12084 Richmond, VA 23241

VLB	Lynchburg Public Library 914 Main Street Lynchburg, VA 24504
VLC	Library Longwood College Farmville, VA 23901
VLL	Loudon County Public Library Sterling Branch 120 Enterprise Street Sterling, VA 22170
VLP	Lonesome Pine Regional Library P. O. Box 1379 Wise, VA 24293
VLW	Library Washington and Lee University Lexington, VA 24450
VLY	Library Lynchburg College Lynchburg, VA 24501
VMB	Library Mary Baldwin College Staunton, VA 24401
VMC	Library James Madison University Harrisonburg, VA 22807
VMI	Library Virginia Military Institute Lexington, VA 24450
VMW	Library Mary Washington College Fredericksburg, VA 22401

VNE	Virgil I. Grissom Branch Newport News Public Library 366 DeShazor Drive Newport News, VA 23602
VNN	Library Eastern Virginia Medical School Norfolk, VA 23501
VNP	Norfolk Public Library 301 East City Hall Avenue Norfolk, VA 23510
VNR	Library New River Community College Dublin, VA 24084
VNS	Library Norfolk State University Norfolk, VA 23504
VOD	Library Old Dominion University Norfolk, VA 23508
VPI	Carol M. Newman Library Virginia Polytechnic Institute & State University Blacksburg, VA 24061
VPP	Portsmouth Public Library 601 Court Street Portsmouth, VA 23704
VPW	Prince William Public Library 8601 Mathis Avenue Manassas, VA 22110
VRA	Library Radford University Radford, VA 24142

VRC	James Branch Cabell Library Virginia Commonwealth University 901 Park Avenue Richmond, VA 24061
VRK	Roanoke City Public Library 706 S. Jefferson Street Roanoke, VA 24011
VRM	Library Randolph-Macon College Ashland, VA 23005
VRO	Library Roanoke College Salem, VA 24153
VRP	Richmond Public Library 101 East Franklin Street Richmond, VA 23219
VRU	Boatwright Library University of Richmond University of Richmond, VA 23173
VSB	Library Sweet Briar College Sweet Briar, VA 24595
VSC	Library Virginia State University Petersburg, VA 23803
VTS	Library Virginia Theological Seminary Alexandria, VA 22304
VUU	Library Virginia Union University Richmond, VA 23220

VWL

Marshall-Wythe Law Library
College of William and Mary
Williamsburg, VA 23185

VWM

Swem Library
College of William and Mary
Williamsburg, VA 23185